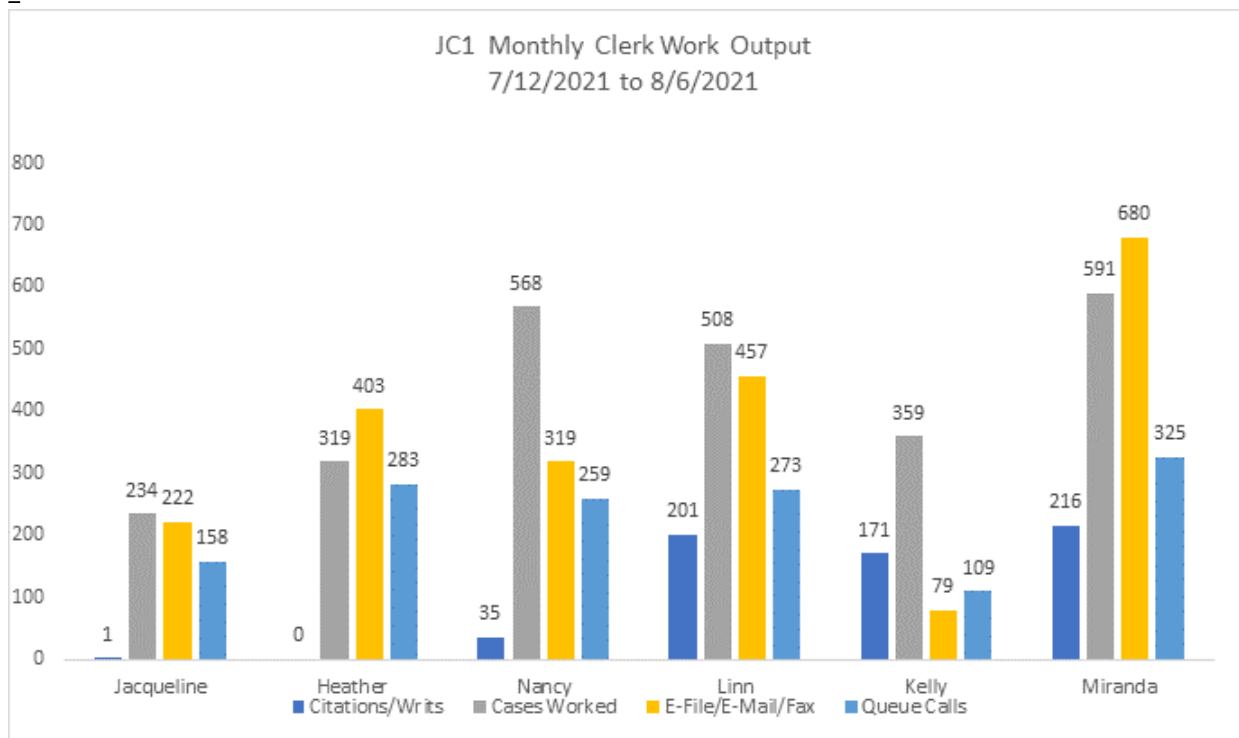


From: [Daisy Y. Espinoza](#)
To: [JP 1 Clerks](#)
Cc: [Ralph D. Swearingin Jr.](#)
Subject: Monthly Clerk Report Card- 7/12/2021 to 8/6/2021
Date: Monday, August 9, 2021 1:29:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Every clerk is expected to perform at a 99.5 % accuracy rate monthly. If you are not performing at the expected level, you must closely evaluate your work to ensure that you follow the Court's established procedures. Make adjustments to your process to improve and prevent mistakes/discrepancies in the future.

Additionally, the number below shows Judge and I the amount of work you perform each day throughout the entire week. There shouldn't be a vast difference in the total amount of work each of you handle. If your number is lower than other clerks, you need to evaluate how efficiently you perform your job duties. Although some areas cannot be measured, rest assured that we consider those when evaluating the work each of you perform on a weekly/monthly basis.

Monthly Clerk Work Output

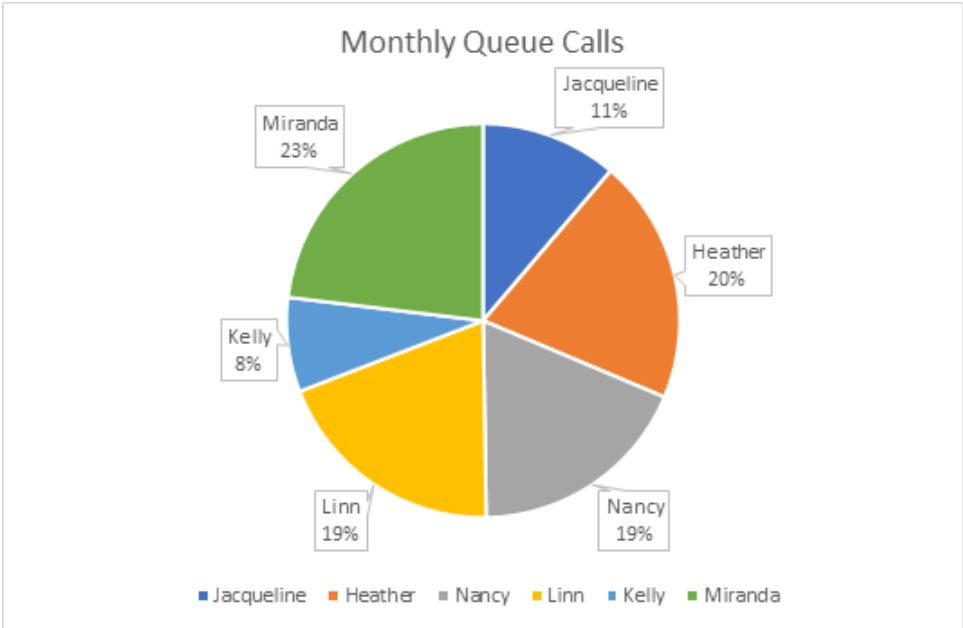


Monthly Phone Calls Report – We received a total of 527 calls this week.

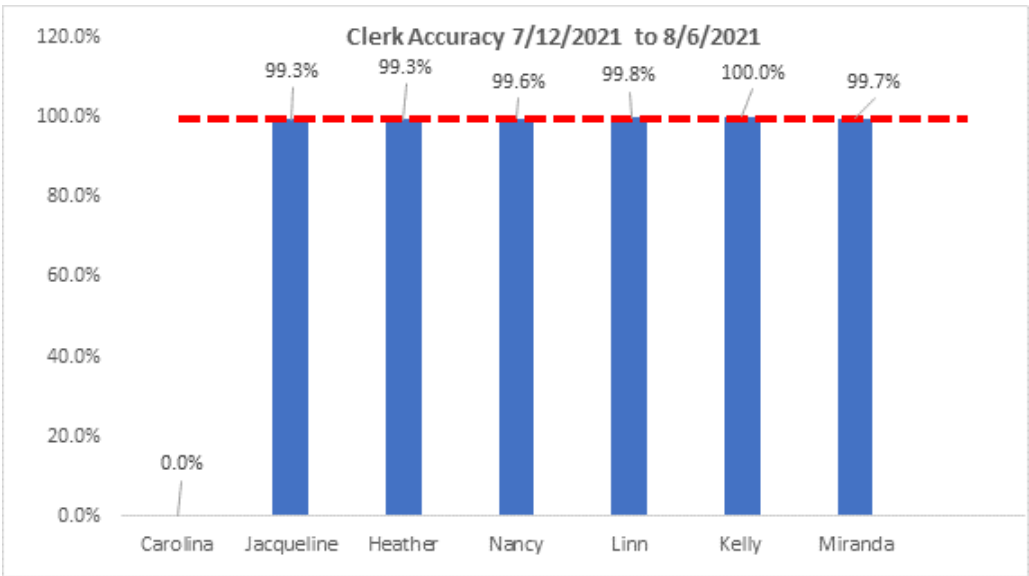
	Number of Calls	Percentage of Calls
Carolina	0	0%
Jacqueline	158	11%

Heather	283	20%
Nancy	259	18%
Linn	273	19%
Kelly	109	8%
Miranda	325	68%

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Monthly Clerk Accuracy Report



Kindest Regards,

Daisy Y. Espinoza

Court Manager for Judge Swearingin.
Justice Court – Precinct 1

**100 W Weatherford St, Room 450
Fort Worth, TX 76196
Office: 817-884-1395 / Fax: 817-850-2342**

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